



John Carroll University

CENTER FOR CAREER SERVICES

Learning Agreement CE-102, 103, 104, 199, 199i

TERMS AND CONDITIONS

In consideration of the mutual benefits of the Academic Internship, John Carroll University, the employer and the student agree as follows:

A. The **STUDENT** agrees to:

- 1 Complete a minimum of 135 work hours from the date of registration until the end of the semester for which internship credit is requested; Absolutely no retro-active credit for hours worked prior to registration
- 2 Obtain a current job description outlining responsibilities at internship site;
- 3 Develop a well-planned series of learning objectives in conjunction with the work supervisor commensurate with his/her academic and career goals;
- 4 Submit registration paperwork (signed Learning Agreement, Job Description, Learning Objectives) for the appropriate internship course(s) in a timely manner;
- 5 Immediately inform the Center for Career Services of any problem or change in job responsibilities;
- 6 Adhere to all posted deadlines for submitting final paperwork and attend a return interview;
- 7 Abide by the regulations and policies of the Internship Course and of the employer;
- 8 Remain with the employer for the entire semester or end of internship or risk loss of credit;
- 9 Inform the Center for Career Services of termination or separation from the job prior to completion of the required hours and/or weeks in the position or withdrawal from class and/or failure of company to meet objectives;

B. The **EMPLOYER** agrees to:

- 1 Accept qualified students and assign jobs without regard to age, race, sex, national origin, religion, disability or color;
- 2 Designate an individual (indicated above as Work Supervisor) to supervise the student, evaluate the students' achievement of identified learning objectives, and to serve as liaison between the employer and University;
- 3 Provide the student an internship opportunity for the hours and the number of weeks indicated above;
- 4 Provide a training experience for the student and assist the student in structuring and completing appropriate learning objectives;
- 5 Notify the college immediately of any change in the student's job duties and/or work supervisor;
- 6 Evaluate the student's work performance;
- 7 Host site visit mid-way through internship experience.

C. The **UNIVERSITY** agrees to:

- 1 Monitor the progress of the student;
 - 2 Contact the employer at least once during the semester;
 - 3 Determine a grade (pass/fail) and award college credit in the designated course for job performance and completion of related assignments;
 - 4 Notify the employer if the student withdraws from the Internship course and/or the University.
- We agree to comply with the terms and conditions of this agreement.

Student _____ **Date** _____

Employer _____ **Date** _____

Career Center Staff _____ **Date** _____



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In order to receive credit for your internship, you and your supervisor will need to develop three (3) Learning Objectives for the internship, taking into consideration the following questions:

- **What is the task to be completed?**
- **How will it be accomplished?**
- **How will it be measured/evaluated/rated and by whom?**

A learning objective should be specific and should be stated in measurable terms. You should also indicate how you will assess whether or not the objective has been accomplished. Incomplete objectives will not be accepted.

The Learning Objectives will be the basis of the Performance Evaluation required at the end of the semester.

Sample Learning Objective:

1. *Learn to proofread financial statements and annual reports. Utilizing knowledge from my FN312 class and on the job training will allow me to accomplish this task. Performance will be evaluated weekly by my direct supervisor.*

Learning Objective 1 (What is the task to be completed? How will it be accomplished? How will it be measured/evaluated/rated and by whom? List all details for this objective)

Learning Objective 2 (What is the task to be completed? How will it be accomplished? How will it be measured/evaluated/rated and by whom? List all details for this objective)

Learning Objective 3 (What is the task to be completed? How will it be accomplished? How will it be measured/evaluated/rated and by whom? List all details for this objective)

Please attach a current job description outlining the responsibilities of the intern.

I have developed these learning objectives in conjunction with the student:

Employer _____ Date _____
Student _____ Date _____